

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**LIEUTENANT - RECRUITMENT AND CAREER DEVELOPMENT  
POLICE DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs professional administrative work coordinating and developing recruitment/selection, human resources, and career development programs for the Police Department. Employee reports to the Deputy Chief of Police.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for coordinating and administering various personnel programs for the Police Department including, but not limited to, recruitment/selection and the department's training academy. Employee coordinates with the local community college and implements various phases of law enforcement work in the Basic Law Enforcement Course for all new law enforcement personnel. In addition, employee teaches and/or coordinates classes relevant to specialized skills. The duties of the employee include overseeing and evaluating the performance of trainees in each trainee class to determine appropriate individual evaluations. The employee is required to perform budgetary review and cost containment over the departmental-wide recruitment/selection and career development budget. The employee is also responsible for supervising those human resources-related functions specific to recruitment/selection, career development, and compensation/benefits. Employee supervises staff of administrative personnel. Work is performed in accordance with departmental policies and procedures, as well as State Training and Standards Commission requirements. Considerable judgment is applied in routine and unusual situations. Work is performed with considerable independence with broad objectives established as guidelines. Work is performed under limited supervision of the Deputy Chief of Police and is evaluated through assessment of the efficiency of recruitment/selection and career development operations and the quality of service to department personnel.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Coordinates and administers all departmental recruitment and selection activities including, but not limited to attending job fairs, working with Human Resources to advertise vacant positions, preparing, scheduling and conducting interviews, preparing and conducting assessment centers and other pre-employment testing, conducting background checks and summaries, etc.

Develops and reviews new employee recruitment and selection processes.

Coordinates and administers Basic Law Enforcement Training and career development activities with Asheville-Buncombe Technical Community College

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ensuring compliance with Criminal Justice Training and Standards (CJTS) requirements issued by the State of North Carolina.

Plans curriculum and schedules sequence of presentations and speakers for in-service and specialized skills training of recruits and existing officers in a variety of areas related to law enforcement such as laws of arrest, court procedures, defense tactics, reporting procedures, community procedures, narcotics characteristics, firearms training, supervisory skills, fitness, and such specialized skills as administering polygraph examinations, K-9, etc.; and contacts proposed speakers and arranges for needed equipment.

Compiles or develops background and supplementary training materials for coursework; orders books and training materials.

Identifies departmental training needs and develops necessary lesson plans.

Supervises the work of police trainees during training; completes progress reports as required; evaluates new employees and maintains recruitment, career, and affirmative action plans.

Oversees all training requirements and certifications for employees and maintains appropriate records.

Works with the North Carolina Department of Justice – Criminal Justice Training and Standards (CJTS) as they audit files and approve certification of new officers.

Oversees operation and maintenance of firing range and physical training facilities.

Oversees budget cost center for department-wide recruitment/selection and career development.

Maintains all personnel records, staff certification requirements, background checks and summaries, monthly evaluation of new employees, affirmative action plan and career plan tracking, and assisting in operational design and development of departmental standards.

Supervises administration support staff who perform human resources-related functions such as payroll, personnel file maintenance, compensation and benefits-related form completion and submission, etc.

Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by department management.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles, practices, and techniques of modern law enforcement.

Thorough knowledge of the constitutional laws, the North Carolina General Statutes, and policies and procedures of the department related to local law enforcement.

Thorough knowledge of law enforcement methods and training requirements.

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Thorough knowledge of employee relations, testing, selection, training and applied research.

Considerable knowledge of the principles and practices of training methods, and the use and care of audio-visual equipment.

Considerable knowledge of the various types of law enforcement equipment used in preventing and controlling crime.

General knowledge of public employment laws and the principles and practices of public personnel administration.

General knowledge of range safety and driving safety as they relate to police training.

Ability to supervise and evaluate the work of other employees/trainees.

Ability to present ideas effectively, both orally and in written form.

Ability to conduct detailed analytical evaluations and studies, and to prepare related reports and recommendations.

Ability to perform word processing and other computer-related office management functions.

Ability to maintain existing and acquired certification and skill levels through continuing education, etc.

Skill in operating firearms, general office equipment, and other standard and specialized equipment.

Skill in public and interpersonal relations.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from an accredited college or university with major course work in law enforcement, criminal justice or a related field; and 4 to 5 years of progressive, responsible administration of a training academy, preferably in the State of North Carolina; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **SPECIAL REQUIREMENTS**

Possession of a valid appropriate driver's license issued by the State of North Carolina. Certification as a Law Enforcement Officer preferably by the State of North Carolina. Certification as a North Carolina Law Enforcement Instructor and Criminal Justice School Director or Assistant Director as required in the North Carolina Administrative Code Title 12, Chapter 9 preferred, or ability to obtain these certifications within eighteen (18) months of date of hire. Field Officer experience preferred (Field Officer experience required for promotional eligibility). Any specialized instructor certifications which may be utilized in law enforcement are preferable, as is experience working with the State of North Carolina training and standards. Must meet and maintain minimum qualifications for position as established by the department and State.

## LIEUTENANT – RECRUITMENT AND CAREER DEVELOPMENT

### COMPETENCIES

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 19  
Exempt